

PROCEDURAL GUIDE
FOR THE
NATURAL COMMUNITY CONSERVATION PLAN
LOCAL ASSISTANCE GRANT PROGRAM



Department of Fish and Game
Resources Agency
State of California

2007

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NATURAL COMMUNITY CONSERVATION PROGRAM LOCAL ASSISTANCE GRANT APPLICATIONS

INTRODUCTION

The Department of Fish and Game (DFG) has prepared this guide to assist public and non-profit entities in applying for and administering State grants from DFG's Natural Community Conservation Program (NCCP) Local Assistance Grant (LAG) Program. DFG offers these grants to eligible applicants on an annual basis for high priority tasks urgently needed to implement approved NCCPs, or NCCPs anticipated to be approved within 12 months of grant application. High priority tasks are identified by the plan participants and DFG throughout the preceding year. Funding for the LAG Program varies from year to year and is based on the availability of General Fund money and approval of the Budget Act each fiscal year.

ELIGIBILITY CRITERIA

Eligible applicants include local jurisdictions that have a DFG-approved NCCP, or that anticipate having an approved NCCP within 12 months of grant application. Public institutions, including state universities and colleges, and non-profit entities [501(c)(3) organizations] that have shown an expressed interest in assisting with the implementation of NCCPs are eligible to receive grant funds.

GENERAL GUIDELINES

Please read these guidelines carefully. Proposals submitted must be in full compliance with all stated requirements to be considered for funding.

Applicants are encouraged to work closely with local DFG, U.S. Fish and Wildlife and National Marine Fisheries Service staff in the planning and development of proposals for high priority tasks well in advance of proposal deadlines. See Appendix E for a list of DFG contacts.

The proposal process has three parts: (Part I) Concept Proposal Application and Submission, (Part II) Full Proposal Application and Submission, and (Part III) Project Administration.

Funding of the proposals submitted to the LAG Program is subject to availability of funds and approval of the Budget Act each fiscal year. Contracts for grant awards cannot be in place until the following March, so please plan project timelines accordingly. Grant funds may be encumbered for up to three years from July 1. Therefore, all grant funds must be expended and contracts must end by March 30 of the third year.

If selected the project applicant shall comply with all applicable state laws, rules, regulations and local ordinances specifically including but not limited to environmental, procurement, and safety laws, rules, regulations and ordinances.

Projects that are legally required as mitigation by a regulatory agency as a condition for a permit will not be funded under this program. However, a proposal which is in addition to any required mitigation, and addresses a high priority task for implementation of the plan, would be eligible.

If the project is selected for funding and the project applicant fails to perform in accordance with the provisions of the enacted agreement, the DFG retains the right, at its sole discretion, to interrupt or suspend the work for which the monies are supplied or to terminate the contract.

THE REVIEW PROCESS

Proposals that are developed in coordination with local DFG staff are submitted by the due date to Habitat Conservation Branch (HCB) (per the instructions found in the application package). HCB distributes the proposals to the appropriate Regional staff. Each proposal goes through an internal review process by DFG staff at both HCB and the Region. Proposals are evaluated and scored based on the benefits to: the conservation of the grantee's NCCP covered species; conservation of biological diversity; and the implementation of the NCCP. The primary factors that will be taken into consideration during this evaluation are: critical need with regard to the plan's priorities, value gained relative to the cost, status of the NCCP planning effort, and the extent of local cost share of the task. In addition to the primary factors, special consideration will be given to projects that meet NCCP objectives and/or the specific plan requirements; provide a partnership opportunity; provide an opportunity for application of the information or product to other planning efforts; or that allow the continuation of an ongoing project. Projects must produce a finished and usable product, report or action. The review criteria and scoring form can be found on-line in the Concept Proposal Application package

ELIGIBLE PROJECTS

Grants are available for urgent tasks associated with the implementation of approved NCCPs, or NCCPs that are anticipated to be approved within 12 months of grant application. Routine, on-going management activities are not eligible. Types of projects that are eligible for funding include the following:

Project Type	Description
Management	Immediate management actions on newly acquired NCCP preserve lands
Restoration/Enhancement	Restoration or enhancement of habitats or species populations on NCCP preserve lands
Monitoring	Development and implementation of biological monitoring programs identified in an NCCP including establishing monitoring methods, monitoring plots, data collection, data analysis, and data management
Acquisition	Acquisition by fee title or conservation easement acceptable to DFG of land that is an essential part of an NCCP preserve system
Preserve Plans	Development and implementation of preserve management plans including preserve data tracking systems
Other	Other priority tasks identified by the applicant and acceptable to DFG needed to ensure effective implementation of the NCCP

PART I

CONCEPT PROPOSAL APPLICATION AND SUBMISSION PROCEDURES

Concept Proposal Due Date:

Due dates will vary from year to year, but concept proposals are generally due in mid-July. Please check the Concept Proposal Application at the web site below for specific due dates.

<http://www.dfg.ca.gov/nccp/grants/grants.html>

Application Package:

To access the concept proposal application package please go to the following web site:

<http://www.dfg.ca.gov/nccp/grants/grants.html>

Where to Send:

Concept proposal applications should be submitted electronically by the applicant to ***kperry@dfg.ca.gov***. Applications will be distributed to the appropriate Regional DFG representative working on the NCCP (See Appendix E).

Notification:

Applicants will be notified by mid-August whether or not their concept proposal has been approved, deferred or not approved. Those that are approved will be asked to develop a full proposal application package (See Part II).

PART II

FULL PROPOSAL APPLICATION AND SUBMISSION PROCEDURES

Proposal Due Date:

Due dates will vary from year to year, but full proposals are generally due in early-September. Please check the Full Proposal Application at web site below for specific due dates:

<http://www.dfg.ca.gov/nccp/grants/grants.html>

Application Package:

To access the full proposal application package please go to the following web site:

<http://www.dfg.ca.gov/nccp/grants/grants.html>

Where to Send:

The applicant must provide **two hard copies** of the proposal and **one electronic copy** in Excel format. Full proposal applications should be sent to the address below and emailed to ***kperry@dfg.ca.gov***. Applications will be distributed to the appropriate Regional DFG representative working on the NCCP (See Appendix E).

NCCP Local Assistance Grant Program
Habitat Conservation Branch
1416 9th Street, Room 1260
Sacramento, CA 95814

Notification:

Applicants will be notified of the final selections by early-October.

Important Provisions for All Proposal Applications

A complete proposal package will include the following:

- Complete application form (Appendix A)
- Complete and accurate budgets (Appendix B)
- Supporting material and required forms (Appendix C)

Complete Application Form (Appendix A):

Project Description - Project proposals must include a detailed description of the project with clearly defined goals and objectives, how each objective and associated tasks will be addressed, a detailed timeline, and the expected results. Project descriptions must also include information on where the proposed project is located, who will be conducting the work, when the work will be done, and the expected work products or deliverables. There must also be a clear and understandable link between proposals and the NCCP. The project description must also include an explanation of why the project requires urgent implementation.

Descriptions must be sufficiently detailed regarding overall work proposed and include costs of each proposed task in order for DFG to: 1) write a contract with measurable and quantifiable objectives, and 2) perform a cost analysis of proposed work during the proposal evaluation process.

Complete and Accurate Budgets (Appendix B):

Project proposals must include a detailed budget as shown in the application form. Cost analysis of the proposed project will include all project costs. Total project cost used in the analysis will include the total amount requested from available funds under the LAG Program and any cash or in-kind cost share from any other funding source.

DFG recognizes that project proposals for the same project type may vary in cost due to the size of the project, statewide variation in costs for heavy equipment and labor, or a variety of other factors. Applicants must justify project costs in the project description. Project cost analysis will be based on costs for similar projects that have been implemented as well as on an assessment of proposed costs by NCCP staff.

The proposal budget(s) should specify the source and dollar amount of any proposed cost-share. Project proposals should provide information specifically identifying any funding match requirements from a federal source or other entity. Proposals with cost share are eligible for additional points during the review process.

For projects which include more than one task a cost breakdown by tasks must be submitted as well as a detailed line item budget for the entire project. The budgets should include the appropriate eligible costs and matching funds as shown in the instructions and examples in Appendix B.

Supporting Material and Required Forms (Appendix C):

After applicants are notified of funding awards, a contract will be prepared and executed. The applicable forms described in this section are for information purposes only. When applicants are notified that their project has been approved for funding, they shall be required to complete, sign, and return the forms listed below if not already on file. However, it is recommended that these forms be provided with the full application package to expedite the contracting process.

- *Authorizing Resolution from governing body* - If the applicant is a public entity, such as a Resource Conservation District (RCD), city, county, water agency, etc. that has a governing body, then a resolution of project approval from the governing body will be a requirement to enter into an agreement. It is suggested that the governing body be made aware of the proposal and be prepared to submit the resolution when returning the signed contract. Nonprofit organizations do not fall into this category. A sample resolution is provided in Appendix C.
- *Payee Data Record form (STD. 204)* The State of California is required to file reportable payment information with the Internal Revenue Service (IRS) and the Franchise Tax Board (FTB) in accordance with Section 6041 of the IRS code and Section 18802 of the State's Revenue and Taxation Code. This form can be found at <http://www.osp.dgs.ca.gov/StandardForms/Fill+and+Print+Standard+eForms.htm>
- *Federal Taxpayer ID Number*
- *A Nondiscrimination Compliance Statement form (STD. 19)* will be required for contracts of \$5,000.00 or more per Title 2, California Code of Regulations, Section 8113. Federal and State agencies and public entities such as resource conservation districts are excluded from this requirement. This form can be found at <http://www.osp.dgs.ca.gov/StandardForms/Fill+and+Print+Standard+eForms.htm>
- *A Drug-Free Workplace Certification (STD. 21)* will be required for all contracts regardless of contract dollar amount. Federal and State agencies and public entities such as Resource Conservation Districts are excluded from this requirement. This form can be found at <http://www.osp.dgs.ca.gov/StandardForms/Fill+and+Print+Standard+eForms.htm>
- *Non-profit applicants* will be required to submit a 501(c)(3) Certification, a copy of the Articles of Incorporation, and a copy of the Bylaws will be required.

PART III

PROJECT ADMINISTRATION

General Grant Process and Timelines

The following grant process and timelines are for general informational purposes. For current fiscal year application procedures and deadlines please go to the following web site:

<http://www.dfg.ca.gov/nccp/grants/grants.html>

I. Concept Proposal Application Package

Year-round: Applicants work with local DFG staff and federal agency staff to develop concept proposals that address high priority tasks urgently needed to implement NCCP plans.

Mid-June: The concept proposal application package will be posted on the DFG NCCP web site by mid-June. Regional staff will notify qualified applicants that LAG Program will be accepting concept proposals for the current fiscal year and direct them to the web site.

Mid-July: Applicants will submit their proposals electronically to HCB by mid-July. Upon receipt HCB will distribute concept proposal applications to appropriate Regional staff for review. If the concept proposal application is complete, then Regional staff and HCB staff will score the proposal using the score sheet provided in the application package.

Mid-August: Review and scoring will be completed by mid-August. HCB will summarize/compile scores and distribute final scores to Regional staff. HCB and Regional staff will determine which concept proposals will be selected for development into full proposals.

Late-August: HCB will notify applicants whether their proposal has been approved, deferred until the next funding cycle, or not approved. Those that are approved will be asked to complete and submit a full application package.

II. Full Proposal Application Package

Early-September: Applicants will submit their full applications by mail and electronically to HCB in early September. Upon receipt, HCB will distribute the full applications to appropriate Regional staff for review.

Late-September: Review will be completed by late-September.

Early-October: Applicants are notified whether or not their full application has been approved, deferred until the next funding cycle, or not approved. Regional staff will begin contract preparation for those that are approved. HCB may review draft contracts to ensure contracting deadlines are incorporated.

Early-November: Contract sent to applicant, applicant returns signed contract to Regional office. The Regional office sends contract documents electronically to HCB as well as a hard copy of the contract with all signatures.

March: Estimated start date for projects.

III. Contract Administration

Upon contract approval the DFG Contract Manager notifies the Grantee that work may commence on the project. Grantee may submit progress payment requests to the DFG Contract Manager no more frequently than monthly. If desired, the Grantee may submit a single request for lump sum payment upon completion of the project. If progress payments are requested, DFG will reimburse 90% of all expenses upon receipt of a Request for Progress Payment.

The DFG Contract Manager reviews and approves invoices for payment, maintains the contract documentation, and monitors the contract to ensure compliance with all contract provisions.

Grantee completes project within 3 years from July 1 of the grant year and submits final deliverables and payment requests. The DFG Contract Manager makes final project inspection and authorizes final payment (for 10% retention). In order to have sufficient time to process final payments and to close out the contract, all contracts must have an end date of no later than March 30 (e.g., projects receiving 2007 funding must be completed and final invoices received by March 30, 2010). Invoices received after this date are not guaranteed payment.

DFG may perform an audit of completed project.

Contract Amendments

Contract amendments will be allowed for changes to the scope of work or for time extensions within the 3 year window if necessary.

Scope of Work

A Grantee wishing to change the scope of an approved project (a modification of the task, not an increase in grant funds) shall submit the proposed change in writing to the DFG Contract Manager for approval. If the proposed change is

submitted after a formal contract has been established between DFG and the Grantee, a formal contract amendment will be required.

Time Extensions

A request for a time extension and its justification must be submitted in writing to the DFG Contract Manager at least 60 days prior to the contract end date. DFG will determine whether the circumstances warrant a time extension, and if warranted, may approve the extension through a formal contract amendment. Due to fiscal restrictions however, contracts cannot be extended beyond March 30 of the third fiscal year.

Payments of Grant Funds

All payments will be made by DFG to the Grantee on a reimbursement basis; advance payment will not be issued. At the time of contract preparation, the Grantee can choose to receive progress payments or to be paid in a lump sum upon completion of the project. If progress payments are desired, each Request for Payment must be accompanied by a written description of the Grantee's performance under the agreement since the time the previous such report was prepared. DFG will reimburse the Grantee 90% of their incurred costs, and will withhold 10% pending satisfactory completion of all contract tasks. The remaining 10% will be reimbursed after project completion and upon receipt of a Request for 10% Retention. For lump sum payments, a single Request for Lump Sum Payment shall be submitted upon completion of all contract tasks. Appendix D contains Payment Request Information.

Grantee should allow four to six weeks to receive payment after submitting a request for payment.

Please note that final invoices for the project must be received by DFG by March 30 of the third year.

Accounting Requirements

The Grantee shall maintain an accounting system that accurately reflects fiscal transactions, with the necessary controls and safeguards. This system shall provide a good audit trail, including original source documents such as receipts, progress payments, invoices, time cards, etc. The system shall also provide accounting data so the total cost of each individual project can be readily determined. These records shall be retained for a period of three years after final payment is made by the state. AVOID AUDIT EXCEPTIONS - KEEP ACCURATE RECORDS.

State Audit

After completion of the project, the State may audit the project records. The purpose of the audit is to verify that project expenditures were properly documented. The audit would be requested by the state after the final payment request has been received, all project transactions have been completed, and the Grantee has made the necessary payments.

If your project is selected for audit, you will be contacted at least 30 days in advance. The audit should include all books, papers, accounts, documents, or other records of the Grantee, as they relate to the project for which State funds were granted. Projects may be audited at any time up to three years after project completion.

To expedite the audit, the recipient shall have the project records, including the source documents and cancelled warrants, readily available. The Grantee shall also provide an employee having knowledge of the project and the accounting procedure or system to assist the state auditor. The Grantee shall provide a copy of any document, paper, record, or the like requested by the state auditor.

All project records must be retained by the Grantee for a period of not less than one year after the State audit or final disposition of any disputed audit findings.

APPENDIX A

**Concept Proposal Application
Full Proposal Application**

CONCEPT PROPOSAL APPLICATION PACKAGE

For the Excel version please go to:
<http://www.dfg.ca.gov/nccp/grants.html>

The application shown here is for illustrative purposes only.

IMPORTANT

1. This is not the full application packet, this is only the brief Concept Proposal Form to be filled out and returned. To obtain necessary information such as application instructions, program guidelines, and sample budgets, please refer to the full application packet available on-line at:

<http://www.dfg.ca.gov/nccp/grants/grants.html>

2. The Concept Proposal Application must be submitted electronically to DFG no later than **July 16, 2007**. Submit applications to:

kperry@dfg.ca.gov

3. Please limit your responses. Use the guidelines indicated for each response, using a minimum of 11 point font. You can insert text in unprotected cells and lines in excel to help with text formatting, etc. Some cells are protected and cannot be changed. The concept proposal application should not exceed 5 pages.

4. Applicants will be notified by **August 17, 2007**, whether their concept proposals have been approved, deferred, or not approved. Those that are approved will be asked to develop and submit a full application packet.

5. The Local Assistance Grant Program funds are subject to availability of funds and approval of the Budget Act each fiscal year. Fiscal year 2007/2008 funding is expected to be approximately the same as 2006/2007 funding cycle, between \$550,000 and \$600,000 for all projects.

Concept Proposal Application Form		
The complete LAG Program Procedural Guidelines are located at the following website:		http://www.dfg.ca.gov/nccp/grants/grants.html
1. APPLICANT AND PROJECT INFORMATION		
Eligible applicants include local jurisdictions, state colleges and universities as well as non-profit organizations with IRS §501(c)(3) status. Eligible applicants must have a clear interest in assisting with the implementation of NCCPs. Work must be completed by March 30, 2010.		
Proposal Information		
	Project Title:	
	Project Manager:	
	Grant Amount Requested:	
	Project Start Date:	
	Project Completion Date:	
A) APPLICANT / FISCAL AGENT		
The applicant must meet eligibility requirements listed above. The applicant will act as the fiscal agent and will enter into a contract with the Department of Fish and Game if awarded.		
	Name of Organization:	
	Type of Organization:	select one
Applicant Contact Person		
	Last Name:	
	First Name:	
	Title:	
	Telephone:	
	E-mail:	
	Other:	
Mailing address		
	Line 1:	
	Line 2:	
	City:	
	State:	
	Zip Code:	
	County:	
B) PARTNER / CO-SPONSOR		
List partner or co-sponsor, if applicable.		
	Name of Organization:	
	Type of Organization:	select one
Partner Contact Person		
	Last Name:	
	First Name:	
C) LOCATION INFORMATION		
Please describe the location of the Natural Community Conservation Plan and include a map that clearly locates your project.		
	Name of NCCP:	
	Communities: (City or Unincorporated Area)	
	Counties:	

2. RESPONSIVENESS TO LOCAL ASSISTANCE GRANT EMPHASIS

A) BACKGROUND & RATIONALE

Describe the relationship of the proposal to the NCCP and the need for urgent implementation. (250 words maximum)

B) PROGRAM OBJECTIVES

Place an X in the boxes that apply:

Briefly describe how your proposal supports the LAG objectives checked. (200 words)

<input type="checkbox"/>	Management of lands
<input type="checkbox"/>	Restoration / Enhancement
<input type="checkbox"/>	Biological Monitoring
<input type="checkbox"/>	Acquisition
<input type="checkbox"/>	Preserve Plans
<input type="checkbox"/>	Tracking Systems
<input type="checkbox"/>	

C) PROJECT DESCRIPTION

Briefly describe your approach, the design (methods), and implementation of the project. Provide an estimated timeline. Note that contracts are not expected to be executed until March 2008 and must be completed by March 30, 2010. Describe the products resulting from this work. (250 words)

3. TASK AND BUDGET INFORMATION

Please provide an estimate of cost & budget information for your proposal in the following table.

Task Item Budget

Please provide an estimate of costs and budget information for the tasks proposed. Tasks included here should be described above in the Project Description. Each task should have a separate number assigned to it. All projects, with the exception of land acquisition, should include a task for Project Monitoring and Evaluation.

Project Work Task	Task Description	Task Total		
Task 1:				
Task 2:				
Task 3:				
Task 4:				
Add additional tasks as needed:				
Administration:				
Reporting:				
Monthly, annual, special, final				
Invoicing:				
Data collection:				
TOTAL PROPOSED BUDGET:				
A) EXPLANATION OF BUDGET AND COSTS				
Briefly describe the basis for the budget amounts listed in the tables above. (100 words)				
B) OTHER FUND SOURCES:				
List any other fund sources, grants or applications, public or private, that are considered matching funds for this proposal.				
Description	Source	Type	Requested Amount	Funded?
1				
2				
3				
4				
C) OTHER PROJECT WORK:		Location	Status	
List any other projects or activities conducted in the conservation area over the past three years, public or private, that are explicitly linked to this proposal.				
1				
2				
3				
4				

FULL PROPOSAL APPLICATION PACKAGE

For the Excel version please go to:
<http://www.dfg.ca.gov/nccp/grants.html>

The application shown here is for illustrative purposes only.

IMPORTANT

1. This is the full application packet to be completed by applicants who have received prior written approval to proceed with a full application. Some information may be copied directly from the approved Concept Proposal Application. However, more detail is required for the Project Description and the Budget Information. To obtain necessary information such as application instructions, program guidelines, and sample budgets, please refer to the complete application packet available on-line at:

<http://www.dfg.ca.gov/nccp/grants/grants.html>

2. The Proposal Application and all accompanying documents must be mailed to the following address AND submitted electronically to DFG no later than **September 7, 2007**. Submit applications to:

State of California
Department of Fish and Game
NCCP Local Assistance Grant Program
1416 9th Street, Room 1260
Sacramento, CA 95814
kperry@dfg.ca.gov

3. Please limit your responses. Use the guidelines indicated for each response, using a minimum of 11 point font. You can insert text in unprotected cells and insert lines in excel to help with text formatting, etc. Some cells are protected and cannot be changed. The proposal application should not exceed 10 pages.

4. Applicants will be notified by **October 5, 2007**, whether their proposals have been approved, deferred, or not approved.

5. The Local Assistance Grant Program funds are subject to availability of funds and approval of the Budget Act each fiscal year. Fiscal year 2007/2008 funding is expected to be approximately the same as 2006/2007 funding cycle, between \$550,000 and \$600,000 for all projects.

Proposal Application Form		
The complete LAG Program Procedural Guidelines are located at the following website:		http://www.dfg.ca.gov/nccp/grants/grants.html
1. APPLICANT AND PROJECT INFORMATION		
Eligible applicants include local jurisdictions, state colleges and universities as well as non-profit organizations with IRS §501(c)(3) status. Eligible applicants must have a clear interest in assisting with the implementation of NCCPs. Note: Work must be completed by March 30, 2010.		
Proposal Information		
	Project Title:	
	Project Manager:	
	Grant Amount Requested:	
	Project Start Date:	
	Project Completion Date:	
A) APPLICANT / FISCAL AGENT		
The applicant must meet eligibility requirements listed above. The applicant will act as the fiscal agent and will enter into a contract with the Department of Fish and Game if awarded.		
	Name of Organization:	
	Type of Organization:	select one
Applicant Contact Person		
	Last Name:	
	First Name:	
	Title:	
	Telephone:	
	E-mail:	
	Other:	
Mailing address		
	Line 1:	
	Line 2:	
	City:	
	State:	
	Zip Code:	
	County:	
B) PARTNER / CO-SPONSOR		
List partner or co-sponsor, if applicable.		
	Name of Organization:	
	Type of Organization:	select one
Partner Contact Person		
	Last Name:	
	First Name:	
	Title:	
	Telephone:	
	E-mail:	
	Other:	
Partner mailing address		
	Line 1:	
	Line 2:	
	City:	
	State:	
	Zip Code:	
	County:	

C) LOCATION INFORMATION	
Please describe the location of the Natural Community Conservation Plan and include a map that clearly locates your project.	
	Name of NCCP or Implementing Agreement:
	Communities: (City or Unincorporated Area)
	Counties:
2. RESPONSIVENESS TO LOCAL ASSISTANCE GRANT EMPHASIS	
A) BACKGROUND & RATIONALE	
Describe the relationship of the proposal to the NCCP and the need for urgent implementation. (500 words maximum)	
B) PROGRAM OBJECTIVES	
Place an X in the boxes that apply:	Briefly describe how your proposal supports the LAG objectives checked. (200 words)
<input type="checkbox"/>	Management of lands
<input type="checkbox"/>	Restoration / Enhancement
<input type="checkbox"/>	Biological Monitoring
<input type="checkbox"/>	Acquisition
<input type="checkbox"/>	Preserve Plans
<input type="checkbox"/>	Tracking Systems
C) SCOPE OF WORK	
Describe your approach, the design (methods), and implementation of the proposed work. (200 words)	
D) ESTIMATED TIMELINE	
Briefly describe the timeline for completing proposal objectives. Note that agreements are not expected to be executed until March 2008 and must be completed by March 30, 2010. (200 words)	
E) EXPECTED PRODUCTS OR DELIVERABLES	
Describe the products resulting from the proposed work. (200 words)	

F) BENEFITS				
Explain how this proposal will benefit the NCCP program. (200 words)				
G) ADDITIONAL INFORMATION				
Describe any other important features of your proposal. (200 words)				
3. TASK AND BUDGET INFORMATION				
Please provide an estimate of cost & budget information for your proposal in the following tables.				
For information regarding standard labor rates, visit: http://www.labormarketinfo.edd.ca.gov/				
Part 1: Task Item Budget				
Please provide an estimate of costs and budget information for the task items proposed. Include all tasks and sub-tasks, including the costs that may be supported by agreements with partners/sub-contractors listed above. Tasks that describe the work to be undertaken should be described in brief statements in the Scope of Work (2 C above). Each task should have a separate number assigned to it. You should include one or more tasks for CEQA compliance if your proposal is subject to CEQA. All projects, with the exception of land acquisition, should include a task for Project Monitoring and Evaluation. Land acquisition costs such as purchase price, appraisal charge, survey costs, preliminary title reports costs, escrow fees and title insurance fees should be reported as separate tasks. The total amounts must correspond to the line-item table in Part 2. Other Funds includes partner or co-sponsor project amounts not included in the grant amount requested.				
Project Work Task	Task Description	Other Funds	Grant Funds	Project Total
Task 1:				
Task 2:				
Task 3:				
Task 4:				
Add additional tasks as needed:				
Administration:				
Reporting:				
Monthly, annual, special, final				
Invoicing:				
Data collection:				
CEQA or Permitting:				
Negative Declaration				
Mitigations				
EIR/EIS				
other permits				
TOTAL PROPOSED BUDGET: (should match total for Part 2: Line Item Table)				

Part 2: Line Item Budget					
Line-Item details must correspond to the task-items listed above. Please add rows and information to meet the specific needs of your proposal. Benefits may be listed separately or incorporated into the cost per hour rate. Indirect costs should be included in the overhead line item.					
Line-Item Details		Description of activity	Other Funds	Grant Funds	Project Total
Total Salaries & Wages:					
Personnel Services:					
Class or title:					
	Cost per hour:				
	Anticipated Hours:				
	Benefits				
Class or title:					
	Cost per hour:				
	Anticipated Hours:				
	Benefits				
(insert more rows as applicable)					
General Expenses:					
	Travel				
	Equipment				
	Supplies				
	Data Software/Hardware				
Partner Contracts					
Professional & Consultant contracts					
Overhead					
TOTAL PROPOSED BUDGET: (should match total for Part 1: Task Item Table)					
A) EXPLANATION OF BUDGET AND COSTS					
Describe the basis for the budget amounts listed in the tables above. (200 words)					
B) OTHER FUND SOURCES:					
List any other fund sources, grants or applications, public or private, that are considered matching funds for this proposal.					
	Description	Source	Type	Requested Amount	Funded?
1					
2					
3					
4					
C) OTHER PROJECT WORK:		Location	Status		
List any other projects or activities conducted in the conservation area over the past three years, public or private, that are explicitly linked to this proposal.					
1					
2					
3					
4					

SIGNATURE PAGE

Original, authorized signatures are required from the applicant organization that will act as the fiscal agent.

Sign and print name, title and date.

Approval 1

<i>signature</i>	<i>printed name</i>	<i>title</i>	<i>organization</i>	<i>date</i>
Approval 2				

<i>signature</i>	<i>printed name</i>	<i>title</i>	<i>organization</i>	<i>date</i>

An original signed document must be received in our office no later than 5:00pm on September 7, 2007 to be considered complete.

APPENDIX B

Eligible Costs and Sample Budgets

ELIGIBLE COSTS

Only project-related costs associated with an eligible project activity incurred during the project performance period specified in the grant agreement may be funded. All such costs must be supported by appropriate invoices, purchase orders, canceled warrants, and other records. An example cost estimate is provided in Appendix B.

1. Personal services - Services of the Grantee's employees directly engaged in project execution are eligible costs. These costs must be computed according to the Grantee's prevailing wage or salary scales, and may include fringe benefit costs such as vacations, sick leave, social security contributions, etc. that are customarily charged to the recipient's various projects. Costs charged to the project must be computed on actual time spent on a project, and supported by time and attendance records describing the work performed on the project. Overtime costs may be allowed under the recipient's established policy, provided that the regular work time was devoted to the same project.
2. Consultant services - The costs of consultant services necessary for the project are eligible.
3. Equipment - Equipment owned by the Grantee may be charged to the project for each use. Equipment use charges must be made in accordance with the Grantee's normal accounting practices. The equipment rental rates published by the State Department of Transportation may be used as a guide. If the Grantee's equipment is used, a report or source document must describe the work performed, indicate the hours used, relate the use to the project, and be signed by the operator and supervisor.

Equipment may be leased, rented, or purchased, whichever is most economical. Any equipment and any nonexpendable materials, supplies, or property of any kind purchased from State funds under the terms of the grant agreements, and not fully consumed in the performance of the agreements, may become the property of the State or disposed of pursuant to instruction from the State at the termination of the agreement. Equipment is generally defined as all moveable articles of nonexpendable property that have a value of \$500 or more and a useful life of four years or more.

4. Miscellaneous supplies and materials – Supplies and materials may be purchased for a specific project.
5. Miscellaneous expenses – Expenses such as communications (e.g., telephone, postage), printing, and transportation costs (not to exceed rates established by the Department of Personal Administration) are eligible costs.
6. Acquisition - Costs of acquiring real property are eligible and may include the purchase price of the property, appraisals, surveys, preliminary title reports, escrow fees, and title insurance fees.

7. Overhead - Indirect costs, usually calculated as a percentage of the direct costs, are eligible. Generally, equipment is not subject to overhead, as it involves a one-time outlay of funds.

SAMPLE LINE ITEM BUDGET

Personal Services

Staff Salaries	
Researcher I (250 hrs @ \$28.00/hr)	\$ 14,000
Field Assistant @ (200 hrs. @ \$10.00/hr)	\$ 4,000
Data Clerk (100 hrs @ \$8.00/hr)	\$ 1,600
Staff Benefits	
Researcher I @ 20%	\$ 2,800
Field Assistant @ 20%	\$ 800
Data Clerk @ 15%	\$ 240
Total Personal Services	\$ 23,440

General Expenses

Travel (Mileage @ \$0.44/mile)	\$ 500
Miscellaneous Office Supplies/Expenses (Including photocopies, postage, etc.)	\$ 1,000
Total Operating Expenses & Equipment	\$ 1,500
Subcontracting (Consultant Services)	\$ 3,000
Overhead @ 15% of direct costs	\$ 4,191
TOTAL	\$ 32,131

SAMPLE TASK BUDGET

TASK	AMOUNT
Task 1 Perform baseline species monitoring to test sampling methodology	\$10,400
Task 2 First six-month period of sampling Initial model development	\$6,000 \$5,600
Task 3 Second six-month period of sampling Final model calibration	\$6,000 \$4,800
Task 4 Project monitoring and evaluation	\$1,300
Task 5 Draft Final Report Final Report	\$1,500 <u>\$2,000</u>
TOTAL	\$37,600

Note: If you submit a task budget, you must also complete and submit a line item budget.

APPENDIX C

Required Forms

SAMPLE RESOLUTION

Resolution No: _____

RESOLUTION OF (GOVERNING BODY OF THE GRANTEE) AUTHORIZING THE APPLICATION AND ACCEPTANCE OF GRANT FUNDS FOR (PROJECT NAME)

WHEREAS, certain local assistance grant funds are made available annually on a competitive basis by the California Department of Fish and Game for Natural Community Conservation Planning (NCCP) Program urgent implementation tasks; and

WHEREAS, the grants are awarded pursuant to guidelines established by the California Department of Fish and Game for determination of project eligibility for funds; and

WHEREAS, said procedures established by the California Department of Fish and Game require the Grantee to certify by resolution the approval to apply for, and accept grant funds and provide authorization to enter into an agreement with the California Department of Fish and Game to implement urgent activities related to the NCCP Program.

NOW, THEREFORE, BE IT RESOLVED that the (GRANTEE) approves the filing of an application for local assistance for the above project(s) in the amount of (DOLLAR AMOUNT).

IT IS FURTHER RESOLVED that the (GRANTEE) appoints the (DESIGNATED POSITION, not person occupying position) as agent to conduct all negotiations, execute and submit all documents including, but not limited to applications, agreements, payment requests and so on, which may be necessary for the completion of the aforementioned project(s).

STANDARD FORMS:

Payee Data Record form (STD. 204)

<http://www.documents.dgs.ca.gov/osp/pdf/std204.pdf>

Nondiscrimination Compliance Statement form (STD. 19)

<http://www.documents.dgs.ca.gov/osp/pdf/std019.pdf>

A Drug-Free Workplace Certification form (STD. 21)

<http://www.documents.dgs.ca.gov/osp/pdf/std021.pdf>

APPENDIX D

Payment Request Information

PAYMENT REQUEST INFORMATION

The invoice shall contain the following information:

1. The word "Invoice" should appear in a prominent location at the top of the page(s);
2. Printed name of the Contractor;
3. Business address of the Contractor including P.O. Box, City, State, and Zip Code;
4. Name of the Region/Division of the Department of Fish and Game being billed (i.e., the Contract Manager and address as specified in the contract);
5. The date of the invoice and the time period covered;
6. The contract number upon which the claim is based, and;
7. An itemized account of the services for which the Department of Fish and Game is being billed. Include all of the following:
 - a. The time period covered by the invoice (i.e., the term "from" and "to");
 - b. A description of the services performed;
 - c. The method of computing the amount due based on contract provisions (e.g., lump sum or line item budget/cost reimbursement method – see description below):

Lump sum method

Upon satisfactory performance, the State agrees to pay the Contractor on a lump sum basis for all work described herein for the total specified amount.

Or

Line item budget or cost reimbursement method

Progress payments will be made by the State to the Contractor, in arrears, upon receipt of an itemized invoice showing the time period covered and the work items accomplished. The invoice must be itemized using the categories and following the format of the budget contained in the contract. The **10% retention** amount (i.e., 10% of total) must be clearly identified and subtracted from the total amount due (d).

- d. The total amount due. This should be in a prominent location in the lower right-hand portion of the last page and clearly distinguished from other figures or computations appearing on the invoice; the total amount due shall include all costs incurred by the Contractor under the terms of this agreement; and
- e. The original signature of the Contractor (not required of established firms or entities using preprinted letterhead invoices)

APPENDIX E

DFG Contact Information

Department of Fish and Game

Northern Region Headquarters 530-225-2300

601 Locust; Redding, CA 96001

Counties: Del Norte, Humboldt, Lassen, Mendocino, Modoc, Shasta, Siskiyou, Tehama and Trinity

Mark Stopher, Program Manager (mstopher@dfg.ca.gov) 530-225-2275

Bay Delta Region Headquarters 707-944-5500

7329 Silverado Trail; P.O. Box 47; Yountville, CA 94599

Counties: Marin, Sonoma, Napa, Solano, Contra Costa, Alameda, Santa Clara, Santa Cruz, San Mateo, San Francisco

Scott Wilson, Acting Program Manager (swilson@dfg.ca.gov) 707-744-5584

Janice Gan, Staff Environmental Scientist (jagn@dfg.ca.gov) 209-835-6910

Terry Palmisano, Sr. Wildlife Biologist, Sup. (tpalmisano@dfg.ca.gov) 831-649-2890

Deb Hillyard, (dhillyard@dfg.ca.gov) 805-772-4318

North Central Region Headquarters

1701 Nimbus Road, Rancho Cordova, CA 95670

Counties: Alpine, Amador, Butte, Calaveras, Colusa, El Dorado, Glenn, Lake, Nevada, Placer, Plumas, Sacramento, San Joaquin, Sierra, Sutter, Yolo and Yuba

Kent Smith, Program Manager (ksmith@dfg.ca.gov) 916-358-2382

Jenny Marr, Staff Environmental Scientist (jmarr@dfg.ca.gov) 530-895-4267

Jeff Finn, Staff Environmental Scientist (jfinn@dfg.ca.gov) 530-477-0308

Central Region Headquarters

1234 Shaw Avenue, Fresno, CA 93710

Counties: Fresno, Kern, Kings, Madera, Mariposa, Merced, Monterey, San Benito, San Luis Obispo, Stanislaus, Tulare and Tuolumne

Jeff Single (jsingle@dfg.ca.gov) 559-243-4005

Julie Vance (jvance@dfg.ca.gov) 559-243-4017

South Coast Region Headquarters 858-467-4201

4949 Viewridge Avenue; San Diego, CA 92123

Counties: Los Angeles, Orange, San Diego, Santa Barbara and Ventura

Dave Mayer, Sr. Wildlife Biologist, (dmayer@dfg.ca.gov) 858-467-4234

Erinn Wilson (ewilson@dfg.ca.gov) 562-342-7155

Inland Desert Region Headquarters

3602 Inland Empire Boulevard, Suite C-220, Ontario, CA 91764

Counties: Imperial, Inyo, Mono, Riverside and San Bernardino

Dee Sudduth (dsudduth@dfg.ca.gov) 619-468-9231

Scott Dawson (sdawson@dfg.ca.gov) 909-987-7764

Leslie MacNair (lmacnair@dfg.ca.gov) 949-458-1754

Kim Nicol (knicol@dfg.ca.gov) 760-200-9178

Resource Management and Policy Division – Habitat Conservation Branch 916-653-4875

1416 9th Street, Sacramento, CA 95814

Katie Perry, Regional Conservation Planner (kperry@dfg.ca.gov) 916-651-1280